

CHECK AND DIRECT DEPOSIT PROCESSING GUIDELINES

The check and deposit stubs include all of the information that is necessary for an IDENTITY THEFT to occur. Extreme care should be taken, in the handling of these documents, to ensure that this possibility is minimized. We recommend the following:

- Set up a secure site within your agency, institution or university.
- The secure site must be locked or otherwise restricted, when employees take their break or lunch.
- Do not allow employees other than payroll employees to access the check or direct deposit preparation area.
- Use window envelopes, which allow only your agency name and address and the employee's name and address to be displayed in the window area.
- Use security envelopes, or other colored envelopes, so that the printed information appearing on the pay document cannot be read through the envelope.
- The envelopes should be sealed.